

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Chief, Retirement Counseling & Placement  
25X1 212 Magazine

EXTENSION NO.

DATE 6 November 1968

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel  
5E-56 Hqs.

7 NOV 1968

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2.

3. Deputy Director for Support  
7D-26 Hqs.

4.

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FILE Personnel

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DD/S 68-5554

6 November 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Retirement Counseling and Placement Staff Progress  
Highlights during October 1968

1. The "CIA Retirement and Disability System Questions and Answers" draft booklet has received its final coordination and approvals. It is about to be sent to reproduction.

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2. The Chief, RCPS returned from a series of [redacted] briefings on the Retirement Program and individual consultations on 7 October 1968. It was possible by this means to take a big step forward in our efforts to satisfy the retirement needs of employees, and by soliciting questions and recommendations to improve the overall effectiveness of the Program. The DC/RCPS is presently on a similar [redacted]

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3. As a part of the program to develop actual and potential external job sources, [redacted] has during the month visited organizations [redacted] He and other officers of RCPS have made a number of visits to local universities and representatives of state and national university and college systems in the Washington area. The representative of the State University system of New York, for instance, represents 163 institutions and is searching for administrative/executive officers as well as professors.

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4. A plan to post lists of vacancies (without identifying the organizations concerned) on centrally located bulletin boards was developed during October. The first lists will be post on 1 November.

5. Request was made of the Veterans Administration for detailed information on "modified" term life insurance for veterans. Several hundred copies of descriptive handouts were obtained for use in the November Retirement Seminar. Briefly, this insurance is available to veterans under age 60, and provides for continuing term coverage at an unchanged rate of premium until age 65. At that time coverage is reduced by 50%. This should be of definite benefit to eligible personnel who need continued insurance coverage and who might otherwise find the cost of continuing it prohibitive.

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6. Other lines of RCPS research have produced helpful information on which additional details are being obtained. The Arlington National Cemetery was queried concerning eligibility and requirements for burial of veterans and/or their spouses in any of the more than 400 national cemeteries throughout the country. For purposes of acquiring full eligibility under Social Security, personnel who were at one time employed under the Railroad Retirement Act may have such coverage combined with later employment under Social Security, according to the Baltimore office of Social Security. Further inquiry is being made to the Railroad Retirement Board, Chicago, Illinois.


7. Statistical summary of RCPS action for the month of October:

Retirement Counseling Branch

Retiree Consultations:	
Full Counseling Interviews	77
Counseling Discussions	95
Retiree Dossiers Indexed	8 (132 total)
Meetings with Management	77
Research and Information Requests	18
Briefings and Ret. Info. Exchanges:	
Agency	24
External	17
Publications, Staff Papers & Correspondence:	
Man-Days	34

External Employment Assistance Branch

Retirees - New Cases	25
Resume Assistance Only	11
External Job Leads Provided	18
Follow-up Consultations	21
Resignees- New Cases	15
Resume Assistance Only	5
External Job Leads Provided	24
Follow-up Consultations	27
External Job Sources Developed	5
Written Inquiries Concerning External	
Applications: Received and Answered	43
Personnel Files Reviewed for Outside	
Investigators on External Job Applications	31

  
Chief, Retirement Counseling and Placement Staff

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